



## GSA Federal Acquisition Training Symposium

April 25 – 26, 2017  
Huntsville, AL

Learn > Discuss > Connect

Interact

# GSA Schedules and the Utilization of Small Business

Eddie Mills

Deputy Director

GSA/FAS, Direct Client Support Division

April 26, 2017

**This course is sponsored by the  
GSA Federal Acquisition Service  
in association with the Federal  
Acquisition Institute**



# Learning Objectives

Upon completion of this course, you should be able to:



- Describe the purpose and benefits of the Multiple Awards Schedule (MAS) program
- Define socioeconomics in the context of Government acquisition
- Identify the various small business types and how socioeconomic objectives work within the Government
- Recognize FAR and the Small Business Act requirements as they apply to the Multiple Award Schedule (MAS) program
- Utilize set-asides for both small businesses and subsets of small businesses, based on market research
- Identify contracting and competition requirements for the MAS program, including getting agency credit for awards to small businesses



**What is MAS all about?**

## **TOPIC 1: INTRODUCTION TO THE MAS PROGRAM**

## What Is a Multiple Award Schedule?

- Governmentwide contract vehicle for commercial products, services, and solutions
- Also known as “Federal Supply Schedule (FSS)”  
“GSA Schedules” or “MAS”
- Standing solicitations posted on FedBizOpps
- Awarded using FAR Part 12 procedures

## MAS Contract Characteristics

- Multiple Award IDIQ (5 year base, three 5 year options)
- Fixed Price EPA
- Fair and reasonable pricing
  - Price reductions may be applied at the order level.
- Performance requirements established at the order level



## Regulatory Foundation

### The Federal Acquisition Regulation (FAR)

FAR	Provides	Applicability
Subpart 8.4	Ordering procedures for GSA Schedules	Federal Government ordering activities
Part 12	Acquisition of Commercial Items	GSA awards Schedule contracts under Part 12
Subpart 6.102(d)(3)	Defines orders placed against Schedules as a competitive procedure	All

## FAR Parts Not Applicable to Schedules Orders

FAR	Title	Applicable
Part 13	Simplified Acquisition Procedures	NO (except allows for MAS BPAs)
Part 14	Sealed Bidding	NO
Part 15	Contracting by Negotiation	NO
Part 19	Small Business Programs	NO (except Bundling)
Part 36	Construction and A&E	NO



## FAR Parts Applicable to Schedules Orders

FAR	Title	Applicable
Part 7	Acquisition Planning	YES
Part 10	Market Research	YES
Subpart 17.5	Interagency Acquisitions	YES
Subpart 33.1	Protests	YES
Subpart 37.6	Performance Based Acquisition	YES
Part 39	Acquisition of Information Technology	YES



**What can MAS do for  
your organization?**

## **TOPIC 2: BENEFITS OF THE MAS PROGRAM**

# FAR Subpart 8.4 Simplifies the Acquisition Process

In contrast to FAR Part 15, Contracting by Negotiation, Schedule orders do not require:

- Conducting a formal “negotiated procurement” (Source Selection Evaluation Board (SSEB))
- Issuing a “solicitation” for thirty days (or any other pre-determined time)
- Conducting a “competition” by seeking contractors outside the Schedules program
- Synopsizing the requirement on FedBizOpps, unless it's a limited sources acquisition over the SAT
- Conducting “discussions”
- Conducting formal “debriefings” or “competitive range determinations”
- Using FAR Subpart 15.3 concepts and procedures

# GSA Schedules Conform with Competitive Contracting

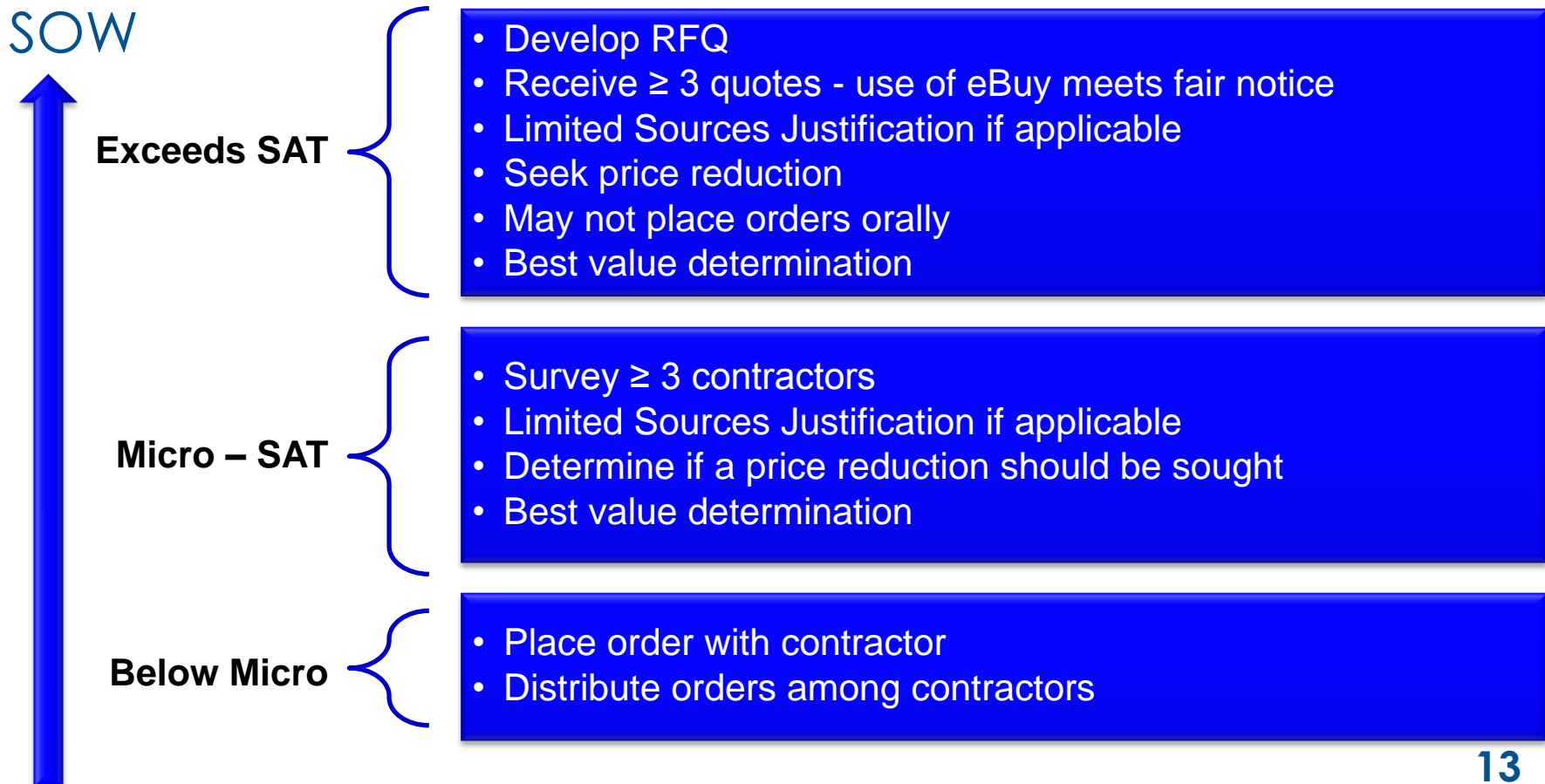
Schedule users shall not:

- ⊘ Seek further competition outside of the MAS program
- ⊘ Synopsise the requirement  
(unless Sole-Source greater than SAT with an LSJ – See 8.404(g))

FAR Subpart 8.404(a)

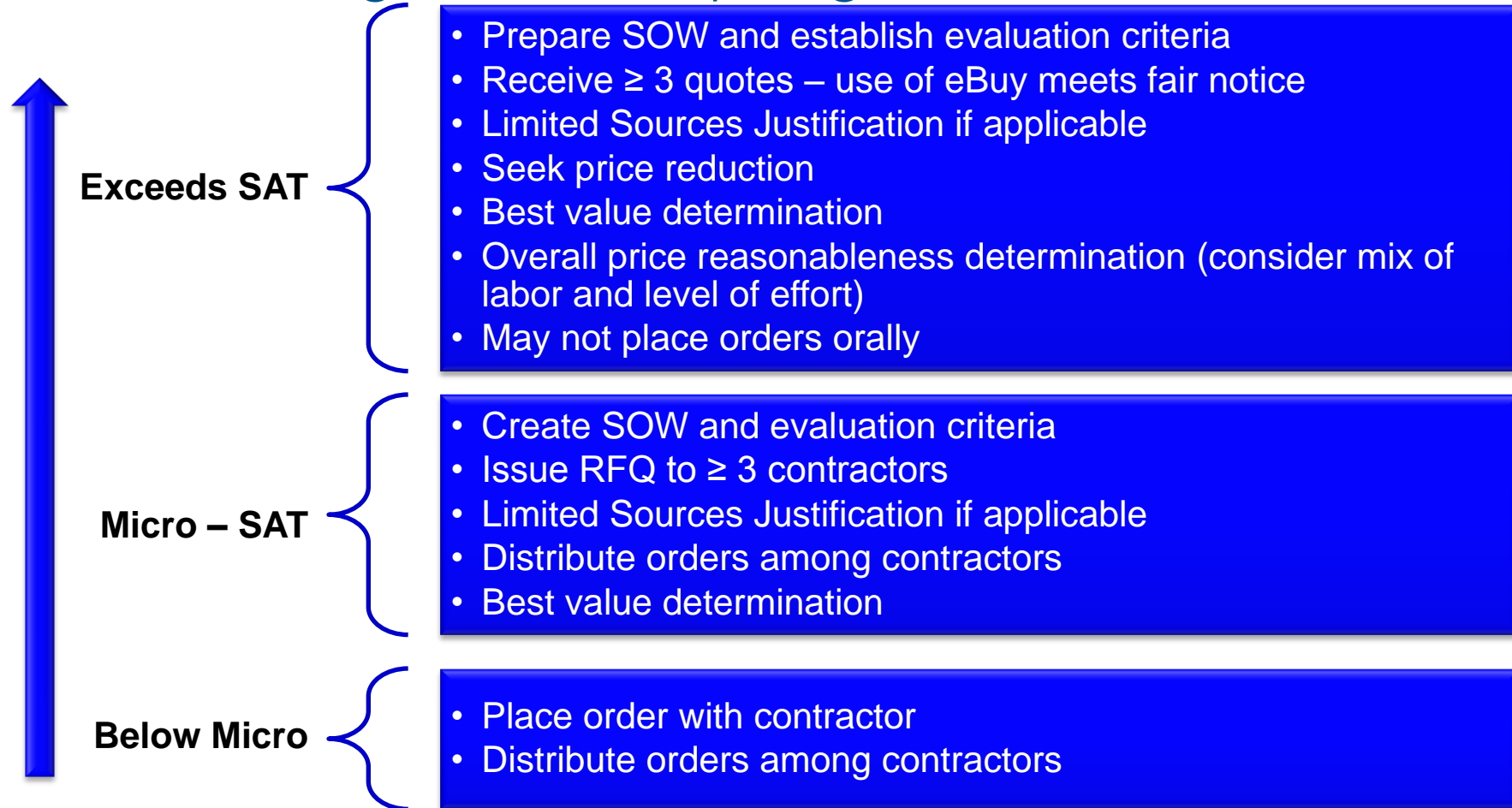
# Ordering Procedures – FAR Subpart 8.405-1

When ordering supplies or fixed-price services w/out SOW



# Ordering Procedures – FAR Subpart 8.405-2

When ordering services requiring an SOW





**What can I buy?**

## **TOPIC 3: TYPES OF SCHEDULES AND CHARACTERISTICS**



## MAS Schedule Facts

Did you know...

- GSA offers over 25 million supplies and services.
- 33 open and standing solicitations published on FedBizOpps (including 9 managed by VA)
- Over 16,000 Schedule contracts
  - 81% are small businesses.
  - Orders and BPAs may be set aside for small businesses.
- \$40+ billion total annual spend (including VA)

## What Services Are Available on Schedule?

- Environmental Services
- Professional Engineering Services
- Logistics Services
- Language Services
- Management and Consulting Services (including Training)
- Temporary Administrative and Professional Services
- Information Technology Services
- Advertising and Marketing Services
- Financial and Business Solutions
- Security Solutions
- Facilities Maintenance
- Disaster Relief

**Note:** For a comprehensive list of services, please visit **GSA eLibrary**.

[Visit the GSA eLibrary](#)



## What Supplies Are Available on Schedule?

- Office Supplies and Equipment
- Tools and Hardware
- Building and Industrial Materials
- Furniture
- Scientific Equipment
- Information Technology Products
- Vehicles and Support Equipment
- Appliances and Food Services
- Law Enforcement, Fire, and Security Products

**Note:** For a comprehensive list of supplies, please visit GSA eLibrary.

[Visit the GSA eLibrary](#)





**How does MAS support  
small business?**

## **TOPIC 4: OVERVIEW OF SOCIOECONOMICS**

# MAS Supports Small Business Utilization

- MAS program promotes small business through socioeconomic preference or set-asides.
- FAR Part 19, *Small Business Programs*
  - Applies to Schedule contracts
  - Does NOT apply to orders
- Exception to FAR 19 applicability at the order level:
  - Bundling (FAR19.202-1(e)(1)(iii))
  - Size standard criteria

# MAS Supports Small Business Utilization, Cont.

## Socioeconomic Preference (Non Set-Aside orders)

- Consider at least one small business prior to placing an order (8.405-5(c))
- Give preference to small business if you have at least two (2) quotes at the same delivered price from small business (8.405-5(d))
- Encourages use of Contractor Team Arrangements (CTAs)
- No limitation on subcontracting
- Ordering activity receives socioeconomic credit (8.405-5(b))
- Consider socioeconomic status as a primary evaluation factor (8.405-5(c))
- May choose small business subcontracting as an evaluation factor

## MAS Supports Small Business Utilization, Cont.

If available, ordering activities should consider at least one:

- Small business
- Veteran-owned small business
- Service disabled veteran-owned small business
- HUBZone small business
- Women-owned small business
- Small disadvantaged business



## FAR Part 19: Small Business Programs

- Part 19 generally does not apply to Schedule orders – (See 8.404(a))
  - FAR 8.405-5 provides policy for set-asides at the Schedule order level.
- **19.502-4 Multiple-award contracts and small business set-asides...**

Contracting officers may, at their discretion—

  - (c) Set aside orders placed under multiple-award contracts for any of the small business concerns identified in FAR 19.000(a)(3)...
    - **“For Federal Supply Schedules Program orders see FAR 8.405-5.”**
- **19.508(c)** requires certain clauses for total and partial set-asides as well as limitations on subcontracting to be added to orders under MAS.

## FAR Subpart 8.405-5 – Small Business

- **8.405-5(a)** – Preference programs of Part 19 are not mandatory.
- **8.405-5(a)(1)** – Set-asides are discretionary for orders and BPAs against Multiple Award Schedules.
- **8.405-5(a)(2)** – Follow the ordering procedures at:
  - [8.405-1](#) – Products and services without SOW
  - [8.405-2](#) – Services with an SOW
  - [8.405-3](#) – BPAs
  - The specific small business program eligibility requirements identified in Part 19 apply.

## FAR Subpart 8.405-5 – Small Business, Cont.

- 8.405-5(b) – Orders placed against Schedule contracts may be credited toward the ordering activity's small business goals.
  - For purposes of reporting, an ordering agency may take credit only if the awardee meets a size standard that corresponds to the work performed.
  - Ordering activities should rely on the small business size representations made at the Schedule contract level. (Size standard is found in eLibrary)
- Agencies do not need to make a separate size determination at the order level, however...
  - GAO has upheld agencies' right to request a recertification at the order level (CMS Information Services Inc., B-290541, Aug. 7, 2002).

# Certification Requirements for MAS Contracts

- MAS contracts size standard certification is generally valid for 5 years.
- Firms must recertify at the time of an option exercise.
  - Exceptions:
    - Novation (within 30 days after effective)
    - Merger or Acquisition (within 30 days after effective)
- See FAR 19.301-2

# What Is Considered a Small Business?

- SBA establishes small business size standards.
- Industries are classified using the North American Industry Classification System (NAICS).
  - There are separate NAICS codes for various products and services.
- For GSA Schedules – NAICS codes are applied at the Schedule contract level.
  - May not use NAICS codes at the order level that have not been awarded on the Schedule contract  
(See 13 CFR 121.404(g)(3)(iv))

## Special Subcategories of Small Business

- Veteran-owned small businesses (VOSB)
  - One or more veterans own at least 51%, and they manage and control daily business operations
- Service-disabled, veteran-owned small businesses (SDVOSB)
  - Veteran-owned small business with disability incurred or aggravated in line of duty in the active military, naval, or air service
- Women-owned small businesses (WOSB)
  - One or more women own at least 51%, and they manage and control daily business operations
- Economically disadvantaged women-owned small business (EDWOSB)
  - One or more women own at least 51%, and they manage and control daily business operations, and
  - Are economically disadvantaged in accordance with 13 CFR Part 127



# Special Subcategories of Small Business

## ➤ HubZone small businesses

- HUBZone is a historically underutilized business zone within qualified census tracts, qualified nonmetropolitan counties, qualified base closure areas, or redesignated areas, or lands within the external boundaries of an Indian reservation
- The phrase “HUBZone small business” appears on SBA’s List of Qualified HUBZone Small Businesses

## ➤ Small, disadvantaged businesses and 8(a)s

- One or more socially and economically disadvantaged individuals own at least a 51% interest and control management and daily business
- African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged



# Nonmanufacturer (NMR) Rule

## What Is the Nonmanufacturer Rule?

- On a supply contract, a firm must perform at least 50% of the cost of manufacturing the supplies (not including the cost of materials).
- The NMR provides that...
  - a firm that is not a manufacturer may qualify as a small business on a supply contract that has been set aside for small business if it supplies the product of a domestic small business manufacturer.

For additional information:

[Visit the SBA Non-manufacturer Waivers' Site](#)

# Nonmanufacturer (NMR) Rule, Cont.

## Nonmanufacturer Rule Reminders

- As the Contracting Officer applying the Nonmanufacturer Rule to your acquisition strategy, there are some things to remember:
  - The NMR does not apply to service contracts.
  - The NAICS code and size standard will flow down from the Schedule contract.
- SBA may grant waivers to the NMR in industries where there are no small business manufacturers.
  - Nonmanufacturer waivers are not granted for HUBZone procurements.
  - Nonmanufacturer waivers cannot be granted after quotes on a solicitation have been received.

## Nonmanufacturer (NMR) Rule, Cont.

Language applying the NMR to set-aside Schedule orders can be found in the following clauses:

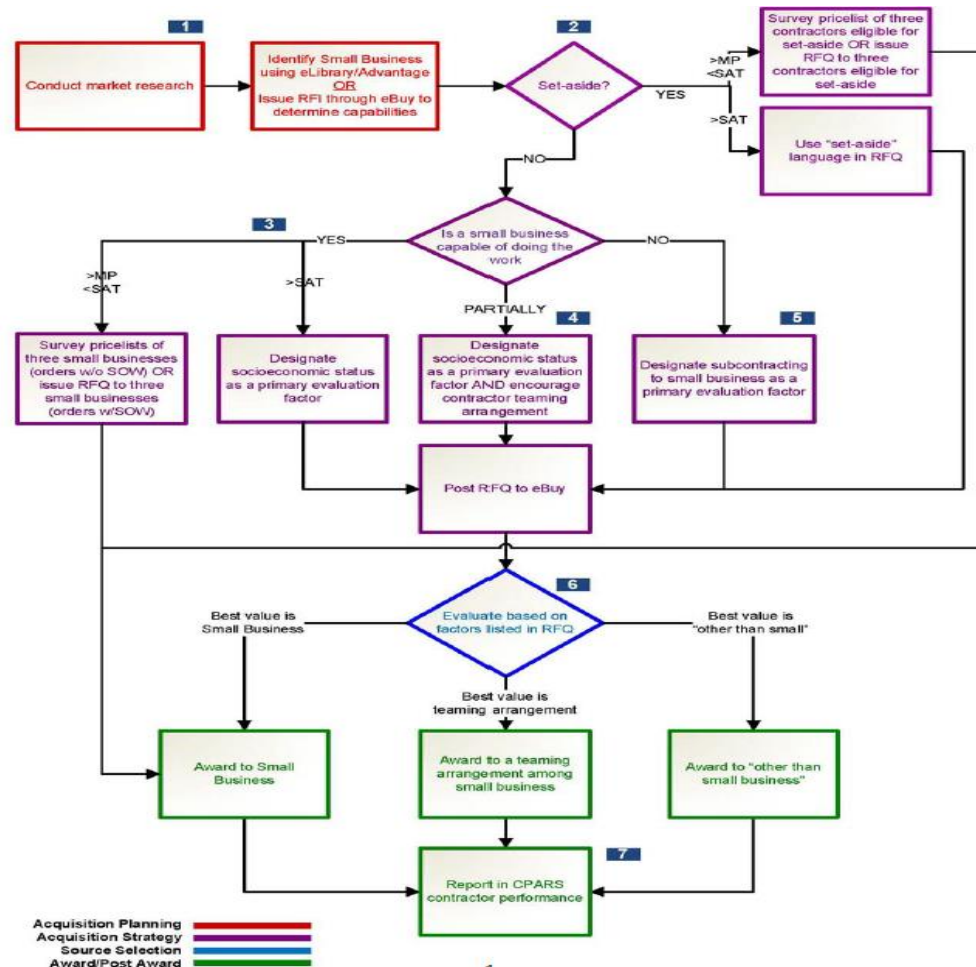
Clause	Title
52.219-3	<i>Notice of HUBZone Set-Aside or Sole Source Award (Nov-2011)</i>
52.219-6	<i>Notice of Total Small Business Set-Aside (Nov-2011)</i>
52.219-27	<i>Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov-2011)</i>
52.219-29	<i>Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Nov-2011)</i>
52.219-30	<i>Notice of Set-Aside for Women-owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Nov-2011)</i>

## Required Clauses

These clauses are being added to the Schedule contracts. However, this should be verified through Contracts Online. If the Schedule contract has not been modified to add the clauses, the ordering activity Contracting Officer should incorporate the applicable clause(s) into the RFQ.

Clause	Title
52.219-3	<i>Notice of HUBZone Set-Aside or Sole Source Award (Nov-2011)</i>
52.219-6	<i>Notice of Total Small Business Set-Aside (Nov-2011)</i>
52.219-13	<i>Notice of Set-Aside of Orders (Nov-2011)</i>
52.219-14	<i>Limitations on Subcontracting (Nov-2011)</i>
52.219-27	<i>Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov-2011)</i>
52.219-29	<i>Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Nov-2011)</i>
52.219-30	<i>Notice of Set-Aside for Women-owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Nov-2011)</i>

# Process for Effective Accomplishment



## RFQ Language

The Contracting Officer should include the following language in the RFQ:

*This is a notice that this [insert either “order” or “Blanket Purchase Agreement”] is a total set aside for [insert either “small business concerns” or specify a type of small business concern]. Only quotes submitted by [insert either “small business concerns” or specify a type of small business concern] will be accepted by the Government. Any quote that is submitted by a contractor that is not [insert either “a small business concern” or specify a type of small business concern] will not be considered for award.*

Note: If using eBuy and selecting “set aside,” this language will be included in the RFQ automatically.



# Set-Aside Schedules and Special Item Numbers (SINs)

**Search Results Summary**  
Search Criteria: **set aside**



[Visit the GSA eLibrary](#)

**Instructions:** Click the source number to view a list of categories. Click the category number (i.e. SIN) to view a list of contractors.

## Description matches

Source	Description						
<b>23 V</b>	<p><b>AUTOMOTIVE SUPERSTORE</b> - GSA purchases many types of new vehicles and vehicle related products for government agencies and DoD. Use <b>AutoChoice</b> to purchase: Alternative fuel vehicles; Ambulances; Buses; Light trucks; Light trucks - vocational; Medium and heavy trucks; Sedans; Wheelchair vans; Wreckers and carriers. When using this schedule, you can access vendors directly to place an order for vehicles or accessories or you can contact GSA to place the order on your behalf! More information on these options is available through our CARS line at 703-605-CARS (2277). The following vehicles and accessories are available under GSA Schedule: Aerial Devices and Digger/Derricks; Construction Equipment, Road and Snow Maintenance; Fire Trucks; Low Speed Vehicles (Gas or Electric); Mobile Command Centers; Remanufactured Engines; Snow Maintenance Equipment; Tankers; Tires; Trailers; Trash Collectors and Recycling Vehicles; Truck Bodies; and Vehicle Accessories and Equipment.</p> <table> <tr> <th>Category</th><th>Description</th></tr> <tr> <td><b>271 102</b></td><td><b>Snow Maintenance Equipment (Vehicle Mounting)</b> - limited to: Snowplows, salt/sand spreaders, and snow blowers (Total Small Business <b>Set-Aside</b>)</td></tr> </table>	Category	Description	<b>271 102</b>	<b>Snow Maintenance Equipment (Vehicle Mounting)</b> - limited to: Snowplows, salt/sand spreaders, and snow blowers (Total Small Business <b>Set-Aside</b> )		
Category	Description						
<b>271 102</b>	<b>Snow Maintenance Equipment (Vehicle Mounting)</b> - limited to: Snowplows, salt/sand spreaders, and snow blowers (Total Small Business <b>Set-Aside</b> )						
<b>36</b>	<p><b>THE OFFICE, IMAGING AND DOCUMENT SOLUTION</b></p> <table> <tr> <th>Category</th><th>Description</th></tr> <tr> <td><b>20 220</b></td><td><b>Projection Screen, Stand, Printer (Enlarger), Systems</b> - Includes projection screens for all types of projection applications (including front and rear, portable, manual wall ceiling, or electronic wall or ceiling, or wall mount, tripod, theatre video screen, optical). Projection Stands can be used with or without electrical outlets, folding or non-folding, may be self-leveling. Projection printers (enlargers) allow vertical and/or horizontal projection and are designed for, and used specifically with, all types of projectors listed herein. The projection system is a high-definition electronic cinema projection system that delivers film-quality image and digital surround sound. This SIN also includes directly related accessories, attachments and supplies(<b>SET ASIDE FOR SMALL BUSINESS; MAS EXPRESS</b>)</td></tr> <tr> <td><b>47 147</b></td><td><b>Security Applications for Business Machines</b> - Includes security applications for office equipment (e.g., computers/monitors, keyboards, printers, fax machines, TV and VCR, calculators, copiers, medical equipment, cash registers, printers, typewriters laboratory Systems, word processors, audio/visual. This equipment is to be secured within any environment to deter unlawful removal of equipment. A combination of security solutions</td></tr> </table>	Category	Description	<b>20 220</b>	<b>Projection Screen, Stand, Printer (Enlarger), Systems</b> - Includes projection screens for all types of projection applications (including front and rear, portable, manual wall ceiling, or electronic wall or ceiling, or wall mount, tripod, theatre video screen, optical). Projection Stands can be used with or without electrical outlets, folding or non-folding, may be self-leveling. Projection printers (enlargers) allow vertical and/or horizontal projection and are designed for, and used specifically with, all types of projectors listed herein. The projection system is a high-definition electronic cinema projection system that delivers film-quality image and digital surround sound. This SIN also includes directly related accessories, attachments and supplies( <b>SET ASIDE FOR SMALL BUSINESS; MAS EXPRESS</b> )	<b>47 147</b>	<b>Security Applications for Business Machines</b> - Includes security applications for office equipment (e.g., computers/monitors, keyboards, printers, fax machines, TV and VCR, calculators, copiers, medical equipment, cash registers, printers, typewriters laboratory Systems, word processors, audio/visual. This equipment is to be secured within any environment to deter unlawful removal of equipment. A combination of security solutions
Category	Description						
<b>20 220</b>	<b>Projection Screen, Stand, Printer (Enlarger), Systems</b> - Includes projection screens for all types of projection applications (including front and rear, portable, manual wall ceiling, or electronic wall or ceiling, or wall mount, tripod, theatre video screen, optical). Projection Stands can be used with or without electrical outlets, folding or non-folding, may be self-leveling. Projection printers (enlargers) allow vertical and/or horizontal projection and are designed for, and used specifically with, all types of projectors listed herein. The projection system is a high-definition electronic cinema projection system that delivers film-quality image and digital surround sound. This SIN also includes directly related accessories, attachments and supplies( <b>SET ASIDE FOR SMALL BUSINESS; MAS EXPRESS</b> )						
<b>47 147</b>	<b>Security Applications for Business Machines</b> - Includes security applications for office equipment (e.g., computers/monitors, keyboards, printers, fax machines, TV and VCR, calculators, copiers, medical equipment, cash registers, printers, typewriters laboratory Systems, word processors, audio/visual. This equipment is to be secured within any environment to deter unlawful removal of equipment. A combination of security solutions						

For more information, see  
[the Interact Blog Site](#)





**How can you identify small businesses within the Schedules program?**


## **TOPIC 5: IDENTIFYING SMALL BUSINESSES**

## Market Research

- Market research is the key to achieving small business objectives.
- Use market research to ensure at least three small businesses can meet the need in order to meet ordering procedure requirements.
- FAR Part 7 and Subpart 8.4 require acquisition planning and market research prior to placing orders against Schedules.
- The two most commonly used approaches to market research are:
  - Identify small businesses through eLibrary
  - Issue an RFI through eBuy to determine market capabilities
- The outcome of market research determines the acquisition strategy, both in terms of how to acquire goods and services and in how they are described to enable maximum competition.

# GSA Advantage! [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

GSA Advantage! can help find supplies (products) through the price comparison option. By using the column entitled “Socio” the ordering activity can view the socioeconomic status of each contract.



Enlarge/More Views >>

**\$1.45** EA 1

**\$1.44** EA 1 ♦

(sale ends: Oct 30, 2013)

sold and shipped by  
WECYS LLC

visit contractor's website

**PENCIL,MECH, PENCIL, 0,SS**

**Mfr Part No.:** 54310  
**Contractor Part No.:** ZEB54310  
**UPC/ISBN/GTIN:** 045888543102  
**Manufacturer:** Zebra Pen Corporation  
**Contract No.:** GS-14F-0039L (ends: Apr 16, 2016)  
**MAS Schedule/SIN:** 75/75 200  
**Warranty:** 30 DA  
**Made In:** JAPAN

Disaster Recovery Purchasing Items

**Desc** **Specs**

PENCIL,MECH, PENCIL, 0,SS PENCIL,MECH, PENCIL, 0,SS 959, . OFFICE SUPPLY, Compatible to-, ZEB54310-EA , ZEB54310 , ZEB54310 FSC=7510 UPC=045888543102

**Additional Description**  
 Zebra Pen M-301 Mechanical Pencil - Lead Size: 0.7mm - Barrel Color: Black - 1 Each

**Compare Available Sources**

Quantity:  [Add to Cart](#) **Instructions:** Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below. ♦Indicates when volume discounts are offered.

**Top 40:**

	Price/Unit	Features	Contractor	Socio	Photo	Deliv Days	Min	FOB/Shipping
⊕	\$1.44 EA 1	♦	WECsys LLC	s d	→	4 days delivered ARO	\$50.00	D-CONUS/O-AK,PR,HI
⊖	\$1.44 EA 1	BPA	WECsys LLC	s d	→	3-4 days delivered ARO	\$50.00	D-CONUS/O-AK,PR,HI
⊖	\$1.47 EA	♦ ♦	COMPLETE PACKAGING AND SHIPPING SUP	s	→	5 days delivered ARO	\$100.00	D-CONUS/O-AK,PR,HI

## eLibrary

www.gsaelibrary.gsa.gov


GSA eLibrary can assist with locating Schedule contractors and their socioeconomic status by using the Socioeconomic column.

**GSA eLibrary**

Home eBuy - quotes GSA Advantage - online shopping Help

Search:  all the words

**Schedule Details**  
For general questions, contact:  
**IT Acquisition Center**  
Phone: (703) 605-2700  
E-mail: [it.center@gsa.gov](mailto:it.center@gsa.gov)

**Need a quote from these vendors?**  
  
[Click Here to try GSA e-Buy](#)

70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Products

Category Description

**132 3** Leasing of Products - SUBJECT TO COOPERATIVE PURCHASING

BROWSE >> A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 - 50 of 54 contractors

Download all contractors for this Category (Excel)

Contractor		Contract #	Phone	(Sort by) City, State	Socio- Economic	Contract Terms & Conditions	View Catalog
ACADEMY PARTNERS, INC.	<a href="#">ARRA</a>	GS-35F-0136V	(619)475-1527	BONITA, CA	s/dv		<a href="#">GSA Advantage!</a>
AT&T CORP.	<a href="#">ARRA</a>	GS-35F-0249J	(703)506-5103	OAKTON, VA	o		<a href="#">GSA Advantage!</a>
BUSHTEX, INC.	<a href="#">KOOP PURCH</a> <a href="#">DISAST RECOV</a> <a href="#">ARRA</a>	GS-35F-0546R	(480)471-6688	GILBERT, AZ	s/w		
CARASOFT TECHNOLOGY CORPORATION	<a href="#">KOOP PURCH</a> <a href="#">DISAST RECOV</a> <a href="#">ARRA</a>	GS-35F-0131R	(703)871-8500	RESTON, VA	s		<a href="#">GSA Advantage!</a>
CAS SEVERN, INC.	<a href="#">KOOP PURCH</a> <a href="#">DISAST RECOV</a> <a href="#">ARRA</a>	GS-35F-0380V	(301)776-3400	LAUREL, MD	s		<a href="#">GSA Advantage!</a>
CITYROOTS INC	<a href="#">DISAST RECOV</a> <a href="#">ARRA</a>	GS-35F-0180S	(661)588-0639	BAKERSFIELD, CA	s/d/w/8a		<a href="#">GSA Advantage!</a>
COMM-WORKS/FORTRAN, LLC	<a href="#">DISAST RECOV</a> <a href="#">ARRA</a>	GS-35F-0124L	(800)394-4444	CHANTILLY, VA	o		<a href="#">GSA Advantage!</a>
COOP SOFTWARE SYSTEMS INC	<a href="#">KOOP PURCH</a> <a href="#">DISAST RECOV</a> <a href="#">ARRA</a>	GS-35F-05291	(888)349-8881		e/A		<a href="#">GSA Advantage!</a>

Display:   
Small Business  
Woman Owned Business

Hold the 'Ctrl' key to select all that apply



## Step 1. Assign Category & Select Vendors

**Instructions:** Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.

**Reminder:** Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be notified.

36 THE OFFICE, IMAGING AND DOCUMENT SOLUTION

Category Description

51 56 Repair of Government-Owned Equipment (all equipment covered under this schedule) for equipment not under Maintenance Service Agreement

10 contractors are available.

[Submit](#)

☐ Select all vendors

Is this a small business set-aside?

If small business set-aside, select small business program

\* If this is a small business set-aside, you must select the small business program from the drop-down

Display: All Socio-Economic Indicators  
Small Business  
SBA Certified 8(a) Firm  
[Go](#)  
 Note: Hold the 'Ctrl' key to select all that apply. This allows sorting for selection/invitation purposes only. It does not prevent unselected vendors from submitting quotes.

	Vendor	City, State	Socio-economic	Text File	Web page
<input type="checkbox"/>	ABC LASERJET INC.	NORCROSS, GA	Small Business SBA Certified Small Disadvantaged Business Women Owned business		
<input type="checkbox"/>	BIDWELL INDUSTRIAL GROUP, INC.	MIDDLETOWN, CT	Small Business		
<input type="checkbox"/>	CANNON IV, INC.	INDIANAPOLIS, IN	Small Business		
<input type="checkbox"/>	CARTRIDGE TECHNOLOGIES, INC.	ROCKVILLE, MD	Small Business SBA Certified Small Disadvantaged Business		



## eBuy

GSA eBuy

GSA Advantage! | e-Library

[Home](#)
[Prepare an RFQ](#)
[My RFQs](#)
[Profile](#)
[e-Buy Guidance](#)
[e-Buy Training](#)
[Log Off](#)

## Step 1. Assign Category &amp; Select Vendors

**Instructions:** Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.

**Reminder:** Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be notified.

## 36 THE OFFICE, IMAGING AND DOCUMENT SOLUTION

Category	Description
----------	-------------

51 56 Repair of Government-Owned Equipment (all equipment covered under this schedule) for equipment not under Maintenance Service Agreement

10 contractors are available.

[Submit](#)
☐ Select all vendors

Is this a small business set-aside?

If small business set-aside, select small business program

If small business set-aside, select small business program

Small Business

Service Disabled Veteran Owned Small Business

Women Owned (WOSB)

Select the small business program from the drop-down

Display: All Socio-Economic Indicators  
Small Business  
SBA Certified 8(a) Firm  
Go

Note: Hold the 'Ctrl' key to select all that apply. This allows sorting for selection/invitation purposes only. It does not prevent unselected vendors from submitting quotes.

		City, State	Socio-economic	Text File	Web page
<input type="checkbox"/>	ABC LASERJET INC.	NORCROSS, GA	Small Business SBA Certified Small Disadvantaged Business Women Owned business		
<input type="checkbox"/>	BIDWELL INDUSTRIAL GROUP, INC.	MIDDLETOWN, CT	Small Business		
<input type="checkbox"/>	CANNON IV, INC.	INDIANAPOLIS, IN	Small Business		
<input type="checkbox"/>	CARTRIDGE TECHNOLOGIES, INC.	ROCKVILLE, MD	Small Business SBA Certified Small Disadvantaged Business Women Owned business		



# eBuy

GSA Advantage! | e-Library

[Home](#) | [Prepare an RFQ](#) | [My RFQs](#) | [Profile](#) | [e-Buy Guidance](#) | [e-Buy Training](#) | [Log Off](#)

## Step 1. Assign Category & Select Vendors

**Instructions:** Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.

**Reminder:** Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be notified.

36 THE OFFICE, IMAGING AND DOCUMENT SOLUTION

Category Description

51 56 Repair of Government-Owned Equipment (all equipment covered under this schedule) for equipment under Maintenance Service Agreement

9 contractors are available.

[Submit](#)

You have indicated this is a Small Business set-aside. The following vendors will be notified. Click here to [change/remove the set-aside business indicator that you have selected.](#)

	Vendor	City, State	Socio-economic	Text File	Web page
<input checked="" type="checkbox"/>	ABC LASERJET INC.	NORCROSS, GA	Small Business SBA Certified Small Disadvantaged Business Women Owned business		
<input checked="" type="checkbox"/>	BIDWELL INDUSTRIAL GROUP, INC.	MIDDLETOWN, CT	Small Business		
<input checked="" type="checkbox"/>	CANNON IV, INC.	INDIANAPOLIS, IN	Small Business		
<input checked="" type="checkbox"/>	CARTRIDGE TECHNOLOGIES, INC.	ROCKVILLE, MD	Small Business SBA Certified Small Disadvantaged Business Women Owned business Women Owned (WOSB)		
<input checked="" type="checkbox"/>	GUNTHER INTERNATIONAL LTD	NORWICH, CT	Small Business		
<input checked="" type="checkbox"/>	JTF BUSINESS SYSTEMS INC	ALEXANDRIA, VA	Small Business		

## Recap

Set-Aside	Non-Set-Aside
Ordering activity may conduct discretionary set-asides.	Ordering activity should give preference to small business if at least two.
FAR Part 19 does not apply – See 8.405-5 (ordering procedures come from 8.405-1, 8.405-2, or 8.405-3).	They may use socioeconomic status as an evaluation factor.
Limitations on subcontracting apply.	No limitations on subcontracting apply.
NMR applies.	NMR does not apply.
Ordering activity receives socioeconomic credit.	Ordering activity receives socioeconomic credit.
No “rule of two” – Must ensure competition requirements in 8.405-1, 8.405-2, or 8.405-3 are met.	

## Lesson Summary

You should now be able to:

- Describe the purpose and benefits of the Multiple Awards Schedule (MAS) program
- Define socioeconomics in the context of Government acquisition
- Identify the various small business types and how socioeconomic objectives work within the Government
- Recognize FAR and the Small Business Act requirements as they apply to the Multiple Award Schedules (MAS) program
- Utilize set-asides for both small businesses and subsets of small businesses, based on market research
- Identify contracting and competition requirements for the MAS program, including getting agency credit for awards to small businesses

## Web Resources

- Blanket Purchase Agreements:  
<http://www.gsa.gov/portal/content/199353>
- Sample BPA Format:  
[http://www.gsa.gov/graphics/fas/BPA\\_Sample\\_Format.doc](http://www.gsa.gov/graphics/fas/BPA_Sample_Format.doc)
- Establishment of BPAs: <http://www.gsa.gov/portal/content/199393>
- Ordering from BPAs: <http://www.gsa.gov/portal/content/200429>
- Price Reductions: <http://www.gsa.gov/portal/content/200397>
- Documentation: <http://www.gsa.gov/portal/content/200545>
- BPA Frequently Asked Questions:  
<http://www.gsa.gov/portal/content/200549>



## Additional Web Resources

- MAS Training Student Guides [www.gsa.gov/mastrainingstudentguides](http://www.gsa.gov/mastrainingstudentguides)
- MAS Desk Reference [www.gsa.gov/masdeskreference](http://www.gsa.gov/masdeskreference)
- Multiple Award Schedules [www.gsa.gov/schedules](http://www.gsa.gov/schedules)
- eLibrary [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)
- GSA Advantage! [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
- eBuy [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)
- MAS News [www.gsa.gov/masnews](http://www.gsa.gov/masnews)
- Federal Acquisition Regulation (FAR) [www.acquisition.gov/far](http://www.acquisition.gov/far)



## Webinars and Online Training

- Monthly Webinars sponsored by the MAS Program Office <http://www.gsa.gov/masnews>
- Training Videos - <http://www.gsa.gov/portal/content/210517>
- Continuous Learning Modules
  - Federal Acquisition Institute
  - Defense Acquisition University
    - <http://icatalog.dau.mil/> Search for continuous learning modules with FAC prefix





# MAS Desk Reference



MAS Desk Reference

Online at [MAS Desk Reference](#)

Hard copy available  
through CMLS  
[CMLS](#)

